ROSETTA TECHNOLOGIES

# CheckStream
DELIVERY

CHECK PRINTING AND MAILING | CHECKSTREAM DELIVERY

# Your checks printed, signed and mailed for you

Upload payments and approve the batch. Rosetta Technologies prints, signs and mails the checks, and you send the bank a Positive Pay file.




INSIDE

- The eight steps from upload to Positive Pay
- Signing Officer approval with a personal Lock Key
- Direct Bundling, and outsourcing compared with printing in-house

THE BOTTOM LINE

Outsourcing the printing does not outsource the decision. Your team decides who gets paid and how much, and your Signing Officer approves every batch with a personal Lock Key. Rosetta Technologies does the printing, the signing and the mailing.

HOW IT WORKS

## How CheckStream Delivery works, in eight steps

1. **Set up a template per bank account**
   Each bank account has its own check template.
2. **Add users and permissions**
   Permissions decide who can see and do what.
3. **Upload a CSV**
   Fill in the CSV template with the payments and upload it.
4. **Review every check**
   Every check in the batch is shown for review.
5. **The Signing Officer approves**
   Final approval with a personal Lock Key. Nothing prints before it.
6. **Checks print and mail**
   Printed with the officer's signature and mailed to each payee, or bundled to one destination.
7. **Track the batch**
   Know where the batch stands afterwards.
8. **Send the Positive Pay file**
   Generate it from the dashboard and send it to the bank.

The dashboard groups its tiles by task, including Management and Operations, and Reporting and Search.

WHO USES IT

## Built for the teams that send checks

### Accounts payable
Supplier payments uploaded as a CSV and approved by your Signing Officer.

### Payroll processors
Paychecks mailed to each employee, or shipped together with Direct Bundling.

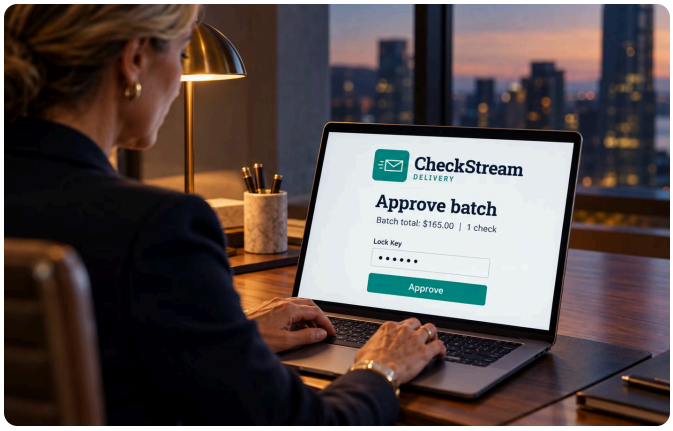
### Accounting firms
A check template for each bank account, with users and permissions.

### Internal distribution
Checks bundled to one destination, ready to hand out.

APPROVAL CONTROLS

## Nothing prints until your Signing Officer approves

| | |
|---|---|
| **Signing Officer** | The final check on every batch before anything is printed or mailed |
| **Lock Key** | The officer's personal key, set and reset by the officer |
| **Minimum Approval Amount** | Approval emails sent by threshold, with two threshold types |
| **Users and permissions** | Who can upload, review and approve |
| **Signature form** | Signed twice in black ballpoint, inside the boxes; used on the printed checks |



The Signing Officer approves the batch with a personal Lock Key.

POSITIVE PAY BUILT IN

## A Positive Pay file for the bank after every batch

After the checks print, generate the Positive Pay file from the dashboard and send it to your bank. The bank then clears only checks that match the file.

1. **Open the Positive Pay tile**
   On the dashboard, under Reporting and Search.
2. **Pick the date range and bank account**
   Choose the dates and the account the checks were drawn on.
3. **Download the file and send it to the bank**
   The bank clears only checks that match it.

DIRECT BUNDLING

## Many payees, one package, one destination

| | |
|---|---|
| **What ships** | Checks to many different payees |
| **Where it goes** | One package to one destination |
| **Per bundle** | 30 to 50 checks, depending on the check stock |
| **Turned on** | On request, by customer success |

WHO IT SUITS

## One delivery instead of many envelopes

Direct Bundling ships checks to many different payees together, in one package, to one destination, instead of mailing each check on its own. It suits payroll processors, accounting firms and organizations that hand out checks internally. It is not on by default; customer success turns it on at your request.

OUTSOURCE OR PRINT IN-HOUSE

## CheckStream Delivery or CheckStream

| | CheckStream Delivery | CheckStream |
|---|---|---|
| **Who prints** | Rosetta Technologies | Your team, on your MICR printer |
| **Who mails** | Rosetta Technologies, to each payee or bundled to one destination | Your team |
| **On site** | A web browser | A web browser, a MICR printer, MICR toner and blank check stock |
| **How payments arrive** | A CSV file | A batch file from your accounting system |
| **Final approval** | A Signing Officer with a personal Lock Key | Authorize and sign, from any location |

## Request a quote for CheckStream Delivery

Tell us how many checks you send a month and where they go, and we will come back with a quote.

Contact us

**rosettatechnologies.com/software/check-printing-software/checkstream-delivery/**
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